**Category: Financial literacy (2-4)**

* Activity: SPENT
* Budgeting
* Building credit
* Activity: What do you spend in a month
* Bank Account
* Starting a bank account
* Benefits
* Health insurance
* Disability
* 401k

**Category: Job seeking skills (2-4)**

* Job search methods
* Online
* Creating accounts
* Email account
* Indeed
* Other: RochesterWorks, civil service, job agencies, etc
* Job Fairs
* Activity: visit a job fair
* Non-online advertisements
* Newspaper
* Activity: Checking the newspapers
* “Window front”
* Activity: Drive around
* Applying
* Necessary information to gather
* Documents: State ID, SS card,
* References and addresses
* Activity: Practice filling out applications

**Category: Cover Letters and Resumes (3-5 hrs)**

* Skills and Experience:
* Hobbies and transferrable skills
* What's a cover letter?
* Sample
* Activity: Create your cover letter
* What's a resume?
* Sample
* Activity: create your resume

**Category: Interviewing (3-5hrs)**

* What is an interview?
* Activity: Baseline mock interview
* Video 1: [How to answer "Tell Me About Yourself"? - YouTube](https://www.youtube.com/watch?v=m5kR7TPAkSw)
* Activity: Tell me about yourself
* Video 2: [How to answer "What is Your Greatest Weakness?" - YouTube](https://www.youtube.com/watch?v=i4LKoegE8P0)
* Activity: Greatest Weaknesses
* Video 3**:** [How to answer "What is Your Greatest Strength?" - YouTube](https://www.youtube.com/watch?v=QiLDMXOH8bI)
* Activity: Greatest Strength
* Activity: Mock interviews

**Category: Employer Expectations (5-8hrs)**

* Appearance
* Hygiene
* Uniform/Clothing
* Hair/facial hair
* Team Work
* Cooperation
* Friends in the workplace(?)
* Responsibility
* Time management
* Accepting Feedback
* Praise and critic
* **Video:** [Listening to Feedback - YouTube](https://www.youtube.com/watch?v=6QupnaPvz4Q)
* **Video:** [EMPLOYER EXPECTATIONS #1 - YouTube](https://www.youtube.com/watch?v=K9Zb5RdoGWM)
* **Video:** [EMPLOYER EXPECTATIONS #2 - YouTube](https://www.youtube.com/watch?v=4M99KfyrcaM)
* **Video**: [WORKPLACE BEHAVIOUR #1 - YouTube](https://www.youtube.com/watch?v=zlCdRsyezUg)
* **Video:** [WORKPLACE BEHAVIOUR #2 - YouTube](https://www.youtube.com/watch?v=NEuBwB9ur1U)
* Conflict Resolution
* Emotional Intelligence
* Activity: “What my emotions look like”
* Activity: “I get upset when…”
* Video: [Everybody Loves Raymond - Ray's Parents Argue - YouTube](https://www.youtube.com/watch?v=hs5vkevwjb8)
* Healthy/Unhealthy responses
* Coping Mechanisms
* Activity: Alphabet coping game
* Discussion: What do you do to calm down?
* Workplace scenarios:
* Scenario 1:
* Scenario 2
* Scenario 3
* Problem Solving
* Critical thinking
* Creative thinking
* Adaptability

**Category: Communication in the workplace (3-5hrs)**

* Communication Etiquette
* Activity: Flipping the Switch
* verbal (sounds, language, and tone of voice)
* Activity:
* aural (listening and hearing)
* Activity: The Bus Driver
* Video: [The Guy Who Listens By Interrupting You - YouTube](https://www.youtube.com/watch?v=TChRv8m79zs)
* non-verbal (facial expressions, body language, and posture)
* Video: [Big Bang Theory on Body Language - YouTube](https://www.youtube.com/watch?v=vicuZS0ChYQ)
* Activity: Charades
* written (journals, emails, blogs, and text messages)
* Activity: writing exercise
* visual (signs, symbols, and pictures)
* Activity:
* Video:
* Communication Styles
* Passive vs. Aggressive vs. Passive Aggressive vs. Assertive
* Activity: Pros and Cons of the different styles of communication

**Category: Harassment in the Workplace (3-5hrs)**

* Definition?
* Sexual Harassment:
* Video: [Knowing your rights: Sexual harassment in the workplace - YouTube](https://www.youtube.com/watch?v=N_7VTt87mTk) (0:50-3:30)
* In the Work Place
* What does it look like?
* Verbal
* Non-verbal
* What to do if you feel you’re being sexually harassed
* Reporting
* Retaliation
* Outside of the Work Place
* Matters b/c it can affect your ability to affectively do your job
* Video scenarios w/ discussion
* Video 1: [#ThatsHarassment | The Boss ft. Zazie Beetz & David Schwimmer - YouTube](https://www.youtube.com/watch?v=H5owCNvik0E) (2:00-4:44)
* Video 2: [Male patron harasses his waitress at a diner | What Would You Do? | WWYD - YouTube](https://www.youtube.com/watch?v=Xb7HV3fX5Ms) (1:30-2:00)
* Video 3: [Sexual Harassment: Training for a Harassment-Free Workplace — Employee - YouTube](https://www.youtube.com/watch?v=fBUfrz9pK9Q)
* Video 4: [Sexual Harassment - a Commonsense Approach - too much joking 2 - YouTube](https://www.youtube.com/watch?v=i6quqAgzwHE) (0:09-1:10)

**Category: Financial Literacy (2-4 hrs)**

* Activity: SPENT
* Budgeting
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* Activity: What do you spend in a month
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* Disability
* 401k

**Category: Transportation (2-4hrs)**

* Self
* Permit
* Activity: practice tests
* Driving license
* Buying and owning a car
* How much does it cost to buy a car?
* Activity: car search
* Public transportation
* Transit
* Activity: Public bus ride
* RTS Go/RTS on Demand
* Applying for RTS Go/RTS on Demand
* Ride Share
* Activity: Uber ride
* Bicycle
* Buying and owning a bike
* Laws of riding a bike

**Category: Housing and Maintenance (2-4 hrs)**

* Housing options
* Apartment vs house/ Rent vs buy/ etc.
* Laundry
* Video:
* Activity: Do some laundry
* What needs cleaning, how often, and why?
* Cleaning supplies 101
* Safety
* Activity: Hands on Practice

**Category: Food (2-4 hrs)**

* Grocery Shopping
* Activity: Make a grocery list
* Diet
* Food pyramid
* Video:
* Meals
* Activity: Plan a meal/cook a meal
* Cooking 101